

3.3 Policies and Procedures

3.3.1 Assignment

Incoming residents interested in living on-post will be directed to the Community Management Office where they will provide their PCS orders and meet with a Resident Specialist to complete an Application for Housing. During the meeting, the Resident Specialist solicits information from the resident such as size of family, housing requirements and collects copies of their orders and most recent DD1172 (DEERS Enrollment). Leave and Earning Statements, marriage certificates and copies of birth certificates may be required to validate information.

Incoming residents can also apply on-line at www.ftjacksonfamilyhousing.com, however, they will still need to visit the Community Management Office to submit copies of their orders, DD1172 and any other information that may be required to validate the information submitted on the application.

Residents must apply for housing within 30 days of arrival to receive an eligibility date of the “date departed last permanent duty station” or they will be placed on a waiting list effective the date of application. This is the date that determines the resident’s application date on the housing waiting list.

Residents that are returning from a dependent restricted tour will be given credit from the date of their departure for that tour for up to fourteen months but may not displace anyone within the freeze zone. A prospective resident who marries while on a dependent-restricted tour of duty will accrue priority credit on the waiting list from the date of marriage. Residents or prospective residents who become pregnant on restricted tours will accrue priority credit from the date of birth.

Assignment Priority

Priority	Assigned
1	Key and essential accompanied military: Lieutenant Colonel or higher grade commanders; Command Sergeants Major; the Commanding General’s Officer and Enlisted Aides.
2	Accompanied military personnel assigned or attached for duty at Fort Jackson.
3	Accompanied military personnel assigned or attached for duty at other military installations within a 50-mile radius.
4	Unaccompanied family members of military personnel, with an approved request for the Retention of Family Housing.
5	Unaccompanied military personnel (married and single) assigned or attached for duty at Fort Jackson.
6	Accompanied retired military personnel and spouses.
7	Accompanied DoD, Department of Transportation (Coast Guard) and Federal Agency civilians (other than designated Key & Essential).
8	Non-military or non-DoD or non-Federal Agency personnel (general public).

For more information regarding housing assignment and wait list placement, please contact Balfour Beatty directly at 803-738-8275.